

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 7

Boise State University
<http://hrs.boisestate.edu/>

May 11, 2011

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Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose**, will be on campus May 17, 18, and 19 from 8 am – 5 pm in Human Resource Services.

TIAA-CREF is currently updating their website. To schedule an appointment with David, call TIAA-CREF at 1-800-732-8353 from 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

BENEFITS OPEN ENROLLMENT 2011

May 11 – May 27

HRS Benefits Administration

The benefits open enrollment period for the upcoming year is from **Wednesday, May 11 through Friday, May 27**. Don't miss your opportunity to learn about your benefit choices and make elections for medical and dental insurance, flex spending accounts and ARAG legal benefits effective July 1, 2011.

- ❖ Elect Flexible Spending Accounts for Health and Dependent Care for the upcoming year; current elections do not continue
- ❖ Make changes in your Medical Plan election
- ❖ Enroll your dependents in Dental coverage, if previously waived
- ❖ Enroll in the ARAG Group Legal Plan; coverage continues for those currently enrolled

Great News!

Here's some of what's new, as of July 1

- No changes to health insurance premiums for active employees.
- Eligible dependent children may now continue on health insurance until age 26, unless eligible for other group coverage.
- The lifetime medical maximum benefit limit of \$1 million has been removed.

More open enrollment details available at: <http://hrs.boisestate.edu/>

Deadline for enrollment forms to be in HRS is 5 pm Friday, May 27

**Join us for a walk-in Open Enrollment information session
Wednesday, May 18, 10 am – 2 pm, SMITC Building, Room 210**

CHILDREN'S CENTER EXPANDING CAPACITY FOR FACULTY & STAFF Pablo Coblentz – Human Resource Services

Human Resources and the Children's Center Leadership Team have been working to explore ways to better serve the on campus childcare needs of our faculty and staff. The team evaluated our program, surveyed peer institutions, and looked at what local businesses offer their employees. The results revealed that we have a very competitive and high quality accredited program. Additionally, the team identified an opportunity to support bringing the center to full capacity.

Before getting to the details, here are some highlights about the Center. It was established in November 1979 to provide a quality child care program for the children of full and part-time Boise State students, faculty and staff. It is funded through student fees and the fees collected for enrolled children.

The center also supports students from University Academic and Technical school programs and students from the Colleges of Education and Health Sciences via internships, field methods, and volunteer work. It also serves as an observation site for University students fulfilling class requirements.

We are excited to partner with the Children's Center and are happy to report that the center will be staffed and equipped to operate at full capacity by fall (adding room for up to 20 additional children). This includes adding care for 8 more infants (6 weeks to 12 months of age) and giving faculty and staff priority to the additional capacity.

The center's leadership team will work closely with faculty and staff to allocate the openings, with priority given to those that are currently on their waiting list.

If you have questions or want to learn more, please contact the Children's Center at children@boisestate.edu, by phone at (208) 426-4404, in person at 1830 Beacon Street (corner of Beacon and Oakland Avenue).

**CAMPUS UPDATE REGARDING DEPENDENT CHILD TUITION ASSISTANCE PROGRAM
FOR FALL 2011**

Sarah Jones – Human Resource Services

Useful HR Links

Organizational Chart

<http://hrs.boisestate.edu/HRsorgchart.pdf>

Who to Call

<http://hrs.boisestate.edu/quickguide.shtml>

Shared Leadership

<http://www.boisestate.edu/sharedleadership/>

Payroll Schedule

<http://hrs.boisestate.edu/payroll/payrollschedule.pdf>

What's New in Human Resources

<http://hrs.boisestate.edu/news.shtml>

**Continuing Professional
Education
SkillSoft**

<http://hrs.boisestate.edu/td/skillsoft.shtml>

HRS Forms

<http://hrs.boisestate.edu/forms/>

As previously announced, the State Board of Education has approved a two-year pilot program for Boise State to extend the tuition fee waiver benefits to dependent children of eligible Boise State University faculty and staff.

Full policy details and fee waiver forms for the fall semester will be available later in May.

Dependent Child Fee Waiver Pilot Program Highlights:

- The dependent child fee waiver pilot program begins in the fall of 2011, and continues only through the summer of 2013. The cost to the enrolled dependent under the pilot program is a \$25 registration fee and 35% of the regular applicable resident or non-resident tuition and fees.
- Only one dependent child fee waiver will be allowed per semester per family. If both parents work for the University, only one will be permitted to utilize the fee waiver, unless the parents are legally separated or divorced.
- If a fee waiver is requested for a dependent child, the employee will not be able to utilize the employee or spouse fee waiver for that semester unless the employee has a documented job requirement to complete a specific course.
- There is no change to the current fee waiver program for eligible employees and spouses that are not utilizing the dependent child fee waiver benefit.

Other Eligibility and Benefit Details for the Pilot Program:

- Employee must be a permanent Boise State employee who has completed at least five (5) months of benefits-eligible service with the University, and who is scheduled to work at least twenty (20) hours per week.
- Dependent child is defined as a child who is: under age 26 as of the first day of the semester, is unmarried, and has lived with and been supported by the employee for at least half the year. A child is a son, daughter, stepchild, adopted child, child placed for adoption, or foster child. Grandchildren and other custodial children are not eligible. Note: the fee waiver benefit will be taxable to the employee for children over the age of 24.
- The dependent child fee waiver benefit will apply to tuition and fees for either a part-time schedule, or a regular full-time class load, as defined by the University. For the fall 2011 semester a full-time class load is 12 to 18 hours. Overload credits are not eligible for the fee waiver.
- Eligible dependents may be enrolled in either undergraduate or graduate classes, but they must be admitted under regular academic provisions; the fee waiver does not guarantee acceptance to the University.
- Certain classes and/or programs, such as the Executive MBA Program, may not be eligible for the fee waiver. Generally, all non-credit and self support programs are not eligible for the waiver. Courses that are ineligible for fee waiver will be identified in their course description.
- Financial aid for students receiving the dependent fee waiver benefit will be adjusted to account for the reduced tuition and fees.

Watch for additional details on the dependent fee waiver pilot program, new forms and deadline information later this month!

Campus Links

Campus Recreation

Visit <http://rec.boisestate.edu/>

University Health Services

<http://healthservices.boisestate.edu/calendar.cfm>

Women's Center

<http://womenscenter.boisestate.edu/>

Senates

Association of Classified Employees

<http://www.boisestate.edu/ace/>

Professional Staff Association

<http://www.boisestate.edu/prostaff/>

Work Study Positions & Employees

To advertise Work-Study or non-Work-Study positions for students, use our new and improved web-based posting system, BroncoJobs at: <http://career.boisestate.edu>. Click on Employers Post Your Jobs Here (located under the quick links). Then register for a new account.

For additional information on hiring a student employee, visit <http://career.boisestate.edu/SEHandbook-Supervisor.htm> or contact the Career Center at 426-1747.



SHARED LEADERSHIP **Angie Zirschky – Learning & Development**

Applications are now being accepted for the 2011/2012 Shared Leadership session. Applications can be downloaded at <http://www.boisestate.edu/sharedleadership/application.shtml>. Shared Leadership is a two-year leadership development program that helps participants gain a better understanding of the people, functions, and operations of the University.

Applications will be accepted on-going until August 15, 2011 and should be mailed to Jerri Mizrahi, Learning and Development Manager, at mail stop 1240. A supervisor signature is required on all applications. Additional information can be found on the Shared Leadership website at: <http://www.boisestate.edu/sharedleadership/index.shtml>, or by calling Jerri Mizrahi at 426-4418.

BOISE STATE STAFF WEEK

MAY 23 – 29

Rene Delaney – Campus Recreation

The Professional Staff Association invites all Boise State professional and classified staff to socialize and network at the second annual Boise State Staff Week May 23-29.

Events are scheduled throughout the week to create goodwill among staff and increase morale. Come to one or come to all and experience a good time with the people who make Boise State great.

Order Your T-Shirt By May 11

T-shirts feature the “B” logo and reflect the “B Staff” theme. Cost is \$10 and **shirts must be pre-ordered by May 11**. Orders may be placed through an [online Google site](#). You must be logged on with your Google apps credentials to access this site. Make checks payable to Boise State and mail to Matt Lundgren at mail stop 1826.

Care Package Item Donation

To make the Care Package for Idaho Service Members event a success, we need help filling the care packages with items donated by you. A list of [suggested items can be found here](#). Those in high priority include beef jerky, drink mixes, CD's, and DVD's. Contribute individually or better yet, get your department involved. Departments or other groups can sign up to collect one or two items by completing the [Care Package Sign Up](#). For individual donations, collection points will be established around campus.

Monday-Sunday, May 23-29

Recreation Center — Free use of the Student Recreation Center will be provided all week (including the weekend) to Boise State staff with campus ID.

Monday-Tuesday, May 23-24

Volleyball Tournament — Noon-1 p.m. at the Student Recreation Center. Free. Complete the [Registration Form](#) and send to StaffEvents@boisestate.edu by May 18.

Wednesday, May 25

Care Packages for Idaho Service Members — Time TBA in the Student Union. The Professional Staff Association volunteer subcommittee has invited the Veterans Resource Network to help put together care packages for deployed Idaho service members. Staff are invited to stop by and help pack donated items or just sign a card or banner.

Thursday, May 26

Bowling Tournament — Noon -1 p.m. (and 1-2 p.m. if necessary) at the Student Union Games Center. Cost is \$3 for game and shoes. Complete the [Registration Form](#) and send to StaffEvents@boisestate.edu by May 18.

Friday, May 27

Staff Ice Cream Social — Noon-1 p.m. on the Student Union Patio. Enjoy music, ice cream and bags of chips while socializing with colleagues.

New Hires

George Burris - Student Housing, Sr. Maintenance Craftsman
Phyllis Christensen - Facilities, Operations & Maintenance, Custodian
Jairo Hernandez - Civil Engineering, Assistant Professor
Kelly Nottingham - CEEHS (Excellence in Env Hlth), Safety/Health Consultant
Sabrena Nottingham - Intercollegiate Athletics Stadium, Box Office Manager

Departures

Stephen Blackford - University Housing
Jennifer Bryan - Public Policy & Admin

Transfers

Shaela Priaulx-Soh - Intercollegiate Athletics Stadium, Ticket Manager

Promotions

Betty Miller - Nursing Department, Adjunct Faculty Coordinator, Distance Option

Boise State University prohibits discrimination in educational and employment opportunities, services, and benefits on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, or sexual orientation. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Employment Opportunity and Affirmative Action at (208) 426-1979. For inquiries specifically related to sex discrimination and/or Title IX of the Education Amendments of 1972, please visit our website at <http://www.boisestate.edu/generalcounsel/titleix.shtml> or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

EMPLOYEE LEARNING & DEVELOPMENT

Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resources Services Learning and Development invites you to view the complete Spring schedule or to register for a session, by visiting the Learning and Development website at: <http://cedar.boisestate.edu/hrs/workshops/> or e-mail HREmployeeLandD@boisestate.edu

Register Online at for the workshops listed below and other personal and professional training workshops at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail HREmployeeLandD@boisestate.edu

[Windows 7](#)

Date: 05/17/2011

SKILLSOFT – ON-Line-Training

SkillSoft Log-in: <http://boisestate.skillport.com/SkillPortFE/login/login.cfm>

User ID: "Employee ID Number"

Password: "welcome"

VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). Current vacancies at Boise State are listed below. For more information regarding state job openings, see the Division of Human Resources website at: <http://dhr.idaho.gov/>.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the

top 25 listed on the appropriate Division of Human Resources

register to apply for the positions listed below. **Job announcements are current and updated on our website located at:** <http://hrs.boisestate.edu/joblistings/classified/>.

Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

Professional Staff and Faculty Positions: Call **Michelle Berard**,

426-3170, or visit Human Resource Services / Employment's website at

<http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

Opportunities Open to ALL APPLICANTS Announcements Currently Open on the State Web Site

- Custodian – University Housing
- Landscape Technician – Facilities, Operations & Maintenance
- Management Assistant – Center for Teaching & Learning

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Buyer – Purchasing Department
- Custodian Leadworker – Facilities, Operations & Maintenance
- Customer Service Representative 1 – Student Financial Aid, Part Time
- Library Assistant 2 – Albertson's Library
- Sr. Landscape Technician – Facilities, Operations & Maintenance
- Technical Records Specialist 1 – Registrar's Office